The following questions should be submitted to the Services and Activities Fee Committee 48 hours prior to your budget meeting. EMAIL them to asewufinancevp@ewu.edu or deliver them in hard copy to the Dean of Students Office in PUB 320.

These questions provide the basic information for the Committee to evaluate the request. All questions should be answered to the best of your ability and as completely as possible. Please answer each question individually. Programs may also submit an additional narrative outlining their proposal as well as any materials, which will assist the Committee in its deliberations.

**Budget Questions**

1. Please provide an explanation of how the program plans to spend the budget in each line item of the SAF Allocation Budget Request Form, including an explanation of increases or decreases from the previous year’s request. Items that are vague, such as “contract services” should be clearly explained.

   - **Temp/Hourly std Wages** - $3,097, each club is required to pay for a first aid attendant at each home game ($9.31/hr), as well as pay for any student wages associated with painting or lining any fields. Allocated funds will be spent on securing student workers for these specific tasks. There is a slight increase from previous years due to clubs being more active and participating in more home games.

   - **Personal Service Contracts** - $47,097, includes the following: referees ($16,655), league dues ($11,350), tournament fees ($8,037), space rentals ($8,400), referees insurance ($700), and equipment rentals ($2,500). There is a large increase from previous years due to more teams being part of a governing body and having a set schedule with more games, as opposed to playing other teams whenever they could find a common time.
• Travel – $74,215 includes NIRSA Region VI Conference in Scottsdale, AZ ($1,000) and travel costs for over 100 CSF trips ($73,215). There is a very large increase in the costs associated with club sport travel because we will require all clubs to travel by university motor pool vehicles or by charter bus. We will no longer allow teams to travel by personal vehicle due to safety concerns.
• Supplies – $4,690 includes costs associated with general office supplies ($3,500) and field paint ($1,190). There is a decrease in this area due to clubs being able to pay for most supplies needed for team functions.
• Equipment – $5,900 will be used for the following, Cheer Club uniforms ($2,400), Judo Club Gi’s and crash pads ($1,900), Golf Club bags and uniforms ($1,600). There is a decrease in this area due to clubs being able to pay for most equipment needed for team functions.
• Hospitality - $1,000, this money will be used food at the year end CSF Officers Retreat. There was not an increase or decrease for this amount.

2. How many students utilize the services and activities provided by your program? Describe how statistics are obtained and provide demographics on graduate, undergraduate, male, female or other categories you believe important and relevant to your unit.

The Club Sport Federation is open to all currently enrolled students at Eastern Washington University. There were 602 total participants throughout the 2009-2010 school year. Through Winter Quarter of 2010, there were 558 students who had participated in the CSF. Including 316 males, 242 females, 182 freshmen, 132 sophomores, 124 juniors, 114 seniors, 4 graduate students, and 2 faculty members. Apart from the participating club members, you can find anywhere from 10-800 students that attend our CSF home games (we will host over 150+ in a year). We have roster cards that each person participating in the CSF must fill out before they can join in any practice or game; this includes all demographic information listed.

3. Does your program provide employment opportunities for students? Please explain the nature of student employment within your unit, including total FTE and number of students employed.

The CSF does provide employment opportunities for students. All teams with home games are required to have a first aid attendant on hand during the activity, they are also required to have lines painted if they are using our outside facilities for games which requires a student to paint the lines. Most games are on the weekends and flexibility is an issue, so we use anywhere from 8-15 students to help out during the year.

4. How do you gauge the effectiveness of the services and activities you provide to students? Is student input collected and used in this process? If your unit has an advisory committee, in what capacity is it involved in your budgeting process?

The effectiveness of the services and activities the CSF provides is gauged by the amount of students who participate in our program, the amount of students that
support our teams, the amount of our teams that are affiliated with a national organization, the activeness of our clubs, and the endless possibility of new clubs that any student can create. Student input is used in most cases; they are the ones who create the clubs and give input on what they need and want from them. The CSF does not have an advisory committee until next year when the CSF Advisor/Coordinator will have some allocation duties and an advisory board will surely come in to play.

5. How do you ensure that student fees do not subsidize non-student uses? If previous requests have included statistical analysis on this point, please provide similar analysis using this year’s demographics.

The Club Sport Federation is open to all current students/faculty/staff, so ensuring that student fees do not subsidize non-student uses is not an option. However, the number of faculty/staff that participate in the CSF is minimal. During the 2009-2010 school year 10 faculty/staff members participated in CSF activities, and so far this year we have only had 2 faculty/staff members participate.

6. Have alternative (non-S&A Fee) funding sources been pursued to the fullest possible extent? If yes, please elaborate. To what extent does your unit rely on earned income? How much of that revenue is obtained directly from students?

All CSF teams are encouraged to have club dues as well as seek out as many possible fundraisers for team expenses as possible. The clubs sell t-shirts, do car washes, they work with parking services for big events and home football games, auction club players off, host kids camps, sell raffle tickets, write donation letters, host tournaments, and solicit friends and family for money. This being said, last year our CSF teams raised over $153,000 and at the end of the 2010 fall quarter, they had already raised over $83,000. As teams get more competitive, the need for additional funding comes and they are forced to raise more money to keep the club afloat. Our CSF teams rely heavily on earned income; most of our competitive teams would not be able to function without earned income. All earned income from the CSF is obtained through student efforts.

7. Are there any long-term obligations associated with this funding request?

There are no long-term obligations associated with this years funding request.

8. Was your 2010-2011 S&A Fee allotment increased, decreased or unchanged from the 2009-10 budget? What was the overall impact on your organization and its ability to serve students? How closely did your actual expenditures align with the budget presented to last year’s Committee?

The CSF 2010-2011 S&A Fee allotment was increased from the 2009-2010 budget. With more money our students are able to buy new equipment, participate in more activities, and represent EWU both on and off campus. The 2009-2010 actual expenditures are just over $50,000 more than the 2010-2011 budget. This comes down to the students being able to project accurate expenditures one year ahead of time. For these groups, they can pick up a game with one weeks notice, and if they
have the money to do so, they will. This is why our CSF teams rely on their club-funded money so heavily.

9. What is the impact to service to students if your request is not funded or lowered?
   The students would be impacted by the amount of activities they would be able to do. The students raise a lot of money to be able to do what they do. They attend class, fundraise money, get involved in community service projects, and most clubs have a standard for GPA by their governing body. With less money comes more strain on the students, which could possibly be the end of some of our groups.

10. What are three new initiatives for future years?
   - Club Sports Federation Community Service Day
   - Form Club Sport Federation Council
   - Have a faculty/staff/coach chaperone for every overnight CSF trip